

Internship Due Date Plan ~ Word and Service



Name:

Pronouns:

Congregational Site:

“Agency” Site:

Internship Start Date:

Ending Date:

Fill in as completely as possible at this point and email this form to contexted@plts.edu by the end of your 2nd week of internship. Keep a copy for your records and put these dates on your calendar. Add additional dates as you learn new things. If you have questions, please ask; we are here to help.

Within the first two weeks (email to contexted@plts.edu)	Due Date
Arrival Form	
Date Plan (this document)	

By the end of the first month (email to contexted@plts.edu)	Due Date
Learning Service Agreement	
Preaching Schedule Form	
Book/Resource Declaration Form	

By the end of the second month (email to contexted@plts.edu)	Due Date
Internship Project Plan Due	

In last month of Internship (email to contexted@plts.edu)	Due Date
Internship Project Review Paper	
Book/Resource Reflection Form	

Evaluations (email to contexted@plts.edu & your candidacy committee) <i>depending on the length of your internship you may not complete all of these</i>	Due Date
Check-in evaluation (intern and supervisor only)	
Midterm evaluation (lay committee, intern, and supervisor)	
Final Evaluation (lay committee, intern, and supervisor)	

Other Important Dates

Workshops	Date
Workshop: Writing the RMP and the First Call Process	
Workshop: Writing the Approval Essay	
Workshop: Portico Benefits <i>(if you are planning a congregational call)</i>	

Candidacy & First Call	Date
Approval meeting with Synod Candidacy Committee or panel	
Date for Faculty Review Panel meeting <i>(Dr. Veen will be in contact with you about the makeup of this)</i>	
Rostered Minister Profile (RMP) due to synod office <i>(contact your synod office for the date)</i>	
ELCA First Call Form due to synod office <i>(contact your synod office for the date)</i>	
Approval paperwork due to candidacy committee <i>(typically, one month before meeting with candidacy committee or panel)</i>	
Approval Essay emailed to faculty advisor <i>(typically, at least 2 weeks prior to faculty panel)</i>	
Form D release form due <i>(you'll receive this from Dr. Veen)</i>	
Summary Recommendation Form Due <i>(email to contexted@plts.edu)</i>	

Zoom Site visit(s)	Date
<i>you'll receive emails in the fall and spring inviting you to schedule the meeting using Pr. Katy's Calendly – you are responsible for coordinating with your supervisor(s) and lay committee</i>	
Date and time for Fall site visit in October <i>(if applicable)</i>	
Date and time for Spring site visit in May <i>(if applicable)</i>	

*Send this form by email to
contexted@plts.edu
by the end of your second week of internship.*